

ABSENTEE VOTING IN SCHOOL DISTRICT ELECTIONS

1. Any qualified, registered elector may apply for a ballot beginning 75 days prior to the election.
2. Application for an absentee ballot shall be made in writing to the school district clerk. If a non-school issue is being considered on the same day, a separate application shall be made in writing to the county election administrator. An agent for an individual with a disability or a third party may collect the elector's application and forward it to the administrator of the election.
3. An application shall be sent by the school district clerk/election administrator to any elector requesting an application. The school district clerk/election administrator shall, upon receipt of an application, compare the signature on the application to the signature on the voter registration card. It is recommended that the school district clerk/election administrator work with the county election administrator for the best method of confirming signatures on applications. If convinced that the applicant is the same as the one whose name appears on the registration card, he/she shall deliver or mail the ballot. If the signatures do not match, refer to [13-13-213\(3\)\(b\)](#), MCA for the proper procedure.
4. As soon as ballots are available, the school district clerk/election administrator will immediately mail ballots to each elector from whom a valid application has been received, with (a) a secrecy envelope, free of any marks that would identify the voter; (b) a self-addressed, return envelope with affirmation and the option to be put on the annual absentee list printed on the back of the envelope; and (c) instructions.
5. The voter, before casting the ballot, shall sign the affirmation on the return envelope and then such voter shall mark the ballot without exposing his/her vote, fold the ballot, place such ballot in the secrecy envelope and securely seal. The sealed secrecy envelope shall then be placed in the self-addressed, return envelope and sealed. Said envelope shall be mailed by the voter or delivered to the school district clerk/election administrator.
6. Upon receipt of such envelope, the school district clerk/election administrator shall immediately attach the elector's application, if one is provided by the county election administrator, to the envelope and prepare the ballot materials for delivery to the polls or counting center.

[13-13-212](#), [13-13-213](#), [13-13-214](#) and [13-13-241](#), MCA



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